

Module 12

Chapter 1

Air Force Laboratory Personnel Demonstration

Chapter Overview

Introduction This chapter explains how DCPDS is used to manage the personnel assigned to the Air Force Laboratory Personnel Demo Project.

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Elements Unique to AF Lab Demo

- AF Demo Pay Plan
- AF Demo Broadband
- AF Det Demo Pay Plan
- AF Det Demo Broadband
- AF Demo Bonus Amount
- AF Demo Bonus Year

(Also used by DoD Acquisition Demo)

Air Force Lab Demo - Position Builds

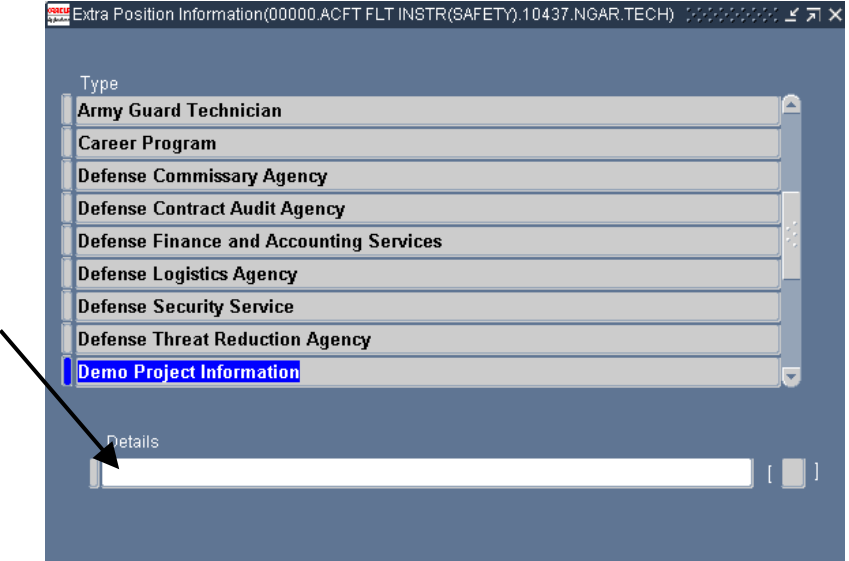
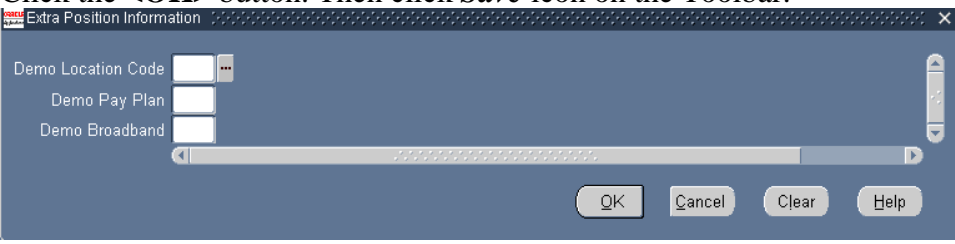
Purpose



This section explains the steps for building Air Force Lab Demo Positions.

Note: The Payroll ID is “0000” for these employees. There are no special conversions required for the 500 character output to payroll or for payroll reconciliation.

Position Actions

Step	Action
1	Refer to Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section, Building a Position.
2	<p>When completing the Extra Position Information window, select Demo Project Information. Click the <i>Details</i> data field.</p> 
3	<p>The Extra Position Information Flexfield opens. Type in the data or use the LOV. The Demo Broadband (grade) for this project is “02.” Click the <OK> button. Then click Save icon on the Toolbar.</p>  <p>Note: Ensure the GS Pay Plan(s) applicable to this demo is built in the Extra Position Information window - US Government Valid Grade Info in the <i>Details</i> data field.</p>
4	Continue with this section to include the Validating the Position section.

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Air Force Lab Demo - Personnel Actions

Purpose This section explains the steps for processing personnel actions for Air Force (AF) Lab Demo employees (*Demo Location Code* = **A**; *Pay Plan* = **DR**; and *Step* = **00**).

Personnel Actions All RPA processes and GPPA NOAs are used for this demo, except for the NOAs identified below as “Not Eligible.” The *Authority Code* is usually **Z2U** (Public Law 103-337).

NOAs	Explanation
Not Used:	
885	Performance Awards - Not Eligible
892	Quality Salary Increase - Not Eligible
893	WGI - Not Eligible
888	WGI Denial - Not Eligible
Used:	
877	Special Act or Service Award - Dollar limits do not apply for the AF Lab demo, so it accepts any amount.
816	Relocation Bonus - no percent limits.

Entitlements The following describes the eligibility and non-eligibility of AF Lab Demo employees.

Eligible for:	Not Eligible for:
Locality Pay	Pay Retention except for RIF and PPP (but have no consideration)
All FEPCA Entitlements	Premium Pay
	Administratively Uncontrollable Overtime (AUO)
	Supervisory Differential
	Staffing Differential

Air Force Lab Demo - Appraisal Input

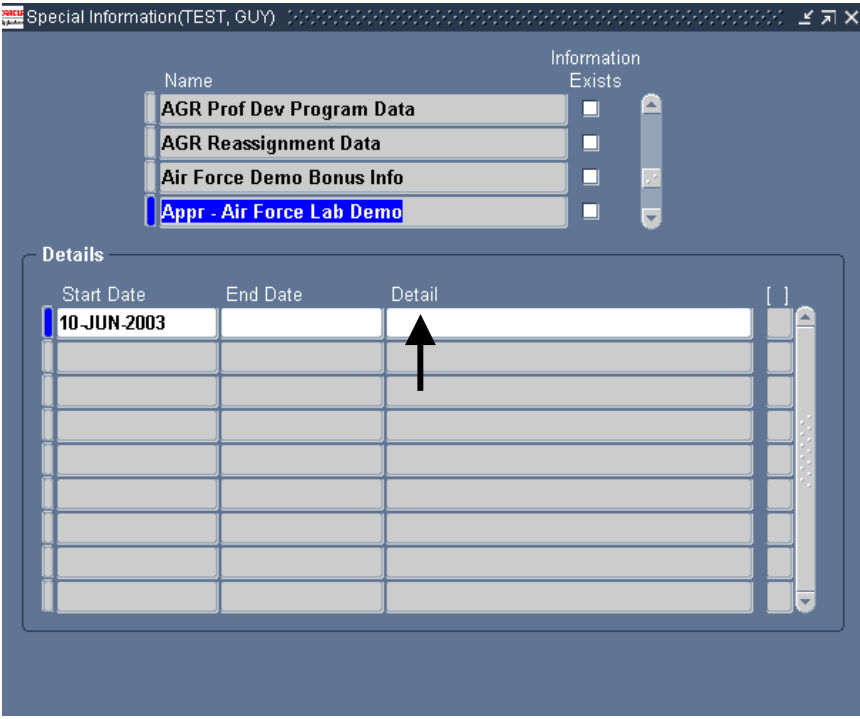
Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Appraisal Information.

Appraisal Input

Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** will automatically populate only the date the first appraisal is due.



- When it is time to input the appraisal, you **will not** enter it in the **US GOV PERF APPRAISAL** Flexfield.
- You will enter the appraisal in the **Appr - Air Force Lab Demo** name data field using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.

Step	Action
1	<p>In the populated People window, click the <Special Info> button. To open the Special Information window.</p>  <p>Scroll down and select Appr - Air Force Lab Demo. Click in the Detail data field.</p>

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Air Force Lab Demo - Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	<p>The Appr - Air Force Lab Demo window opens. Type in the data or use the LOV. Click the <OK> button. The Detail data field populates with the data.</p> 
3 	<p>Save your action by clicking Save icon on the Toolbar.</p> <p>Note: Using the data inputted, the system automatically populates the Fed appraisal area. The appraisal rating code; however, is converted from Air Force alpha values to the equivalent OPM numeric values in order to flow to CPDF properly.</p>

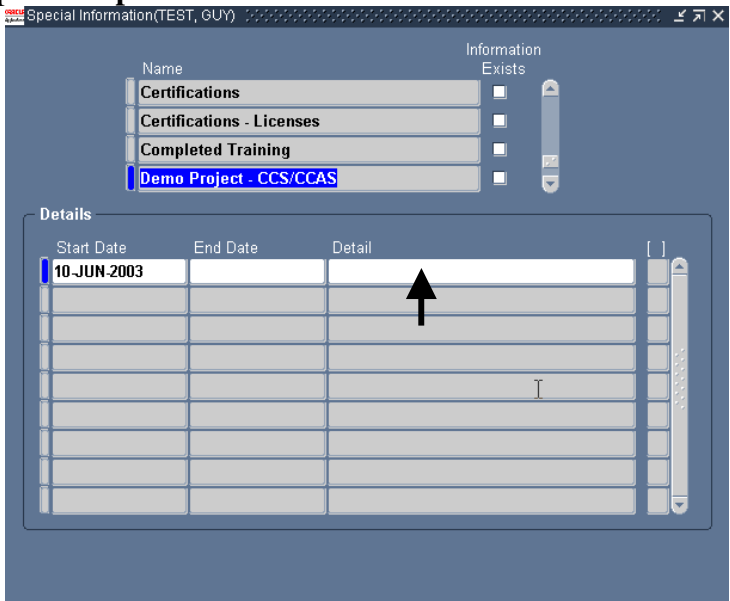
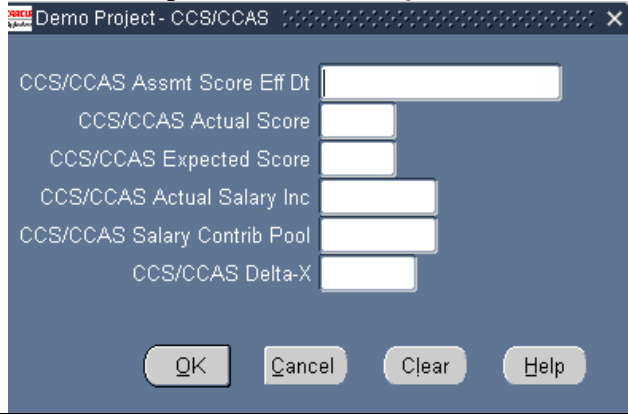
Air Force Lab Demo - CCAS Appraisal Input

Purpose

This section explains how the CCAS appraisal data is input into the employee's record.

CCAS Appraisal Data Input

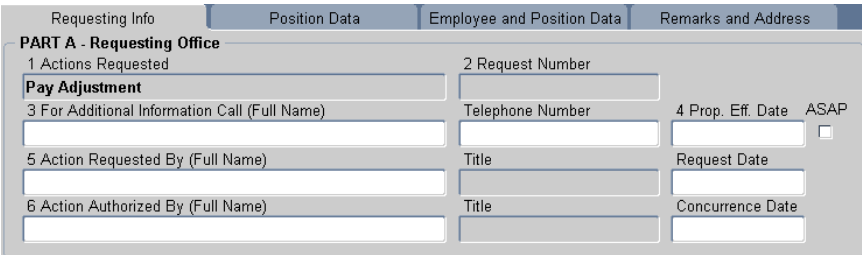
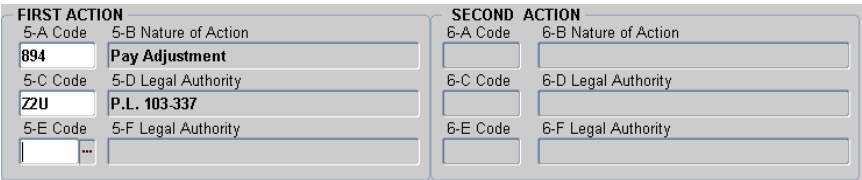
After accessing an employee to the system, and entering the appraisal data, which in turn automatically populates the US GOV PERF APPRAISAL, enter the CCAS/CCS data when needed using the following steps.

Step	Action
1	<p>In the populated People window, click the <Special Info> button. To open the Special Information window.</p> 
2	<p>Scroll down and select Demo Project - CCAS. Click in the Detail Data Field to open the Demo Project - CCAS Flexfield:</p> 
3	<p>Type in data or use the LOV to enter data. Click the <OK> button. The Details data field populates with the information.</p>
4	<p>Save your action by clicking Save icon on the Toolbar.</p>

Air Force Lab Demo Payout

Purpose This section explains how to process a Demo Payout.

Demo Payout NOA 894, **Pay Adj**, is used with **Authority Code** Z2U. Each demo payout can be done individually or in Mass. When input individually, there is no salary calculations performed automatically. Salary is calculated manually. Mass salary calculations are computed by the system (See the Mass Process Procedures in this chapter for details). To input the payout manually, one by one, follow the steps in Module 3, Processing Requests for Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	<p>Navigation Path → <i>Request for Personnel Action</i> → <i>Salary Change</i> → <i>Pay Adjustment</i> <Open>. The RPA opens:</p> 
2	With the cursor in the Name data field, click the LOV, and select the employee's name or type in the information.
3	<ul style="list-style-type: none"> Type 894 in 5-A Code data field. Data field 5-B-Nature of Action automatically populates with "Pay Adj." Type Z2U in 5-C Code data field. Data field 5-D Legal Authority automatically populates with PL 103.337: 
4	Continue completing the RPA data fields as required. Click the Save icon on the Toolbar.

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Demo Payout (continued)



Air Force Lab Demo Bonus

Purpose This section explains the steps for processing an Air Force Lab Demo Bonus.

Demo Bonus NOA **885** is used for the Bonus pay out, with **Authority Code** Z2U. There is no dollar limit on the amount of a monetary award except for meeting Component business rules. For information on completing the RPA to input the bonus, refer to these modules:

- Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations Using the DCPDS, Chapter 3, Awards, Section, Entering a Monetary Award.

Step	Action
1	Navigation Path → <i>Request for Personnel Action</i> → <i>Award/One-Time Payment</i> → <Open> .
2	The RPA opens. In Part B, enter the name of the employee receiving the bonus.
3	Enter the Effective Date , in data field 4 of PART B – For Preparation of SF 50 Region.
4	With the cursor in the 5-A Code data field, click the LOV for the Nature of Action Code. Select 885, Performance Award. Type Z2U in 5C Code data field to populate the Legal Authority.
5	Page 2 of the RPA is automatically populated except for Award and Unit of Measurement (UoM) data fields. Type in the amount of the bonus in the Award data field and an “M” for Money in the UoM data field.
6	Complete the remainder of the RPA.
7	Route the RPA. Save it and Update HR .

Air Force Lab Demo - Mass Processes

Purpose


This section explains the procedures for Mass Processes:

- Air Force Demo Mass Salary Payout.
- Air Force Demo Mass CCS Update.
- Air Force Demo Bonus Payout.

Mass Process occurs outside the RPA (SF-52) process, through the Reports function.

AF Demo Mass Salary Payout

For detailed information, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports, Submitting Report Requests.

Step	Action
1	Navigation Path → <i>Processes and Reports</i> → <i>Submit Processes and Reports</i> → <Open>. The Submit Reports window opens.
2	Place your cursor in the <i>Name</i> data field and click the LOV.
3	Select AIR FORCE Demo Salary Payout .
4	In the Print Options: <ul style="list-style-type: none"> • Type the number of copies you need. • Change the printer settings by clicking the LOV to select a printer other than the one displayed (some requests may have a required printer option that you cannot change).
5	Click the <Submit> button.  Note: The system retrieves the data for all employees and <ul style="list-style-type: none"> • Creates an RPA process. • Outputs the customized NPA (SF 50) instead of the Fed (NPA). • Outputs a payroll record and any other required interface records. • Updates the employee record. Once the process has completed, the Demo NPAs can be printed.


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Air Force Lab Demo - Mass Processes, Continued

AF Demo Mass CCS Update For details, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action
1	Repeat the steps outlined in AF Demo Mass Salary Payout, except on the Submit Reports window, select Air Force Demo CCS Update .
2	No printer settings are needed since this process does not output an NPA. Click the< Submit > button.

AF Demo Bonus Payout For details, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action
1	Repeat the steps outlined in AF Demo Mass Salary Payout, except on the Submit Reports Window, select AIR FORCE Demo Bonus Payout .
2	<p>Change any printer settings or other information as appropriate. Click the<Submit> button</p> <p> Note: The process:</p> <ul style="list-style-type: none"> • Creates an RPA with NOA 991 and Authority Code Z2U. • Outputs the Customized NPA (not Fed version). • Outputs a payroll record and any other required interface records. • Updates the employee record. <p>Once the process completes, you may print the NPAs.</p> <p>The award amount prints in the “To Salary” data field and all other data for salary is blank. The information is not stored in the normal awards area, it is stored in a new person DDF: CIVDOD_PER_AIR_FORCE_DEMO_BONUS.</p>

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